

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF INTERPRETATION	)	
AND TRANSLATION SERVICES IN	)	ADMINISTRATIVE ORDER
JUSTICE OF THE PEACE COURTS	)	NO. 2004-002
_____	)	

WHEREAS, it is the Court's policy to provide open access to the courts to all citizens regardless of the citizen's English speaking abilities; and

WHEREAS, the Court is confronted with resource constraints,

Accordingly,

IT IS ORDERED: The following policies regarding Interpretation Services are adopted in the Maricopa County Justice Courts:

**A. Criminal Cases**

1. In all criminal cases before a Justice of the Peace, an interpreter approved by the Court Interpretation and Translation Services (CITS) shall be used. If an interpreter approved by CITS cannot be obtained, then CITS shall assist the Justice of the Peace in obtaining a qualified interpreter who will be present in person or via telephone.

**B. Counter or Phone Assistance**

1. Any Justice of the Peace Court may provide basic customer service in Spanish over the counter or over the phone to monolingual Spanish parties provided that the Court has personnel that are comfortable, willing and able to provide such assistance. If the Court has employees paid a bi-lingual pay differential, such parties shall be directed to those employees.
2. For any Justice of the Peace Court that does not have personnel that are comfortable, willing and able to provide language assistance at the counter or over the phone, the Court shall contact the area interpreter or CITS for assistance.
3. The Court or court personnel cannot assist any party in completing court paperwork. The Court may refer parties to non-profit organizations that can assist parties in completing court paperwork and may assist the petitioner by faxing forms to the providing local agency.

### **C. Civil Cases**

1. In civil cases, the Court may proceed with an interpreter brought by a monolingual party if the Court determines that the interpreter does not have an interest in the outcome of the case.
2. In forcible entry and detainer cases, orders of protection and injunctions against harassment cases, if the monolingual party does not bring an interpreter with them, then the Court may use a staff person who is comfortable, willing and able to provide language assistance. Staff persons who provide this assistance must be approved by CITS to use their skills in civil cases.
3. In appropriate cases, in the Justices of the Peace's reasonable discretion, the Court may contact the area interpreter or CITS for assistance. The ability for an area interpreter or CITS to provide language assistance is subject to availability as determined by the office manager for CITS, and may require a case to be scheduled around the interpreter's availability.

### **D. Lesser-use Languages**

1. For any language other than Spanish, including American Sign Language, a Court shall contact CITS directly to arrange a contract interpreter to be present in accordance with the above guidelines.

### **E. Timeliness of Service**

1. In all cases where language assistance is needed, the court shall provide required language needs efficiently and promptly with willing and available court personnel or with the area interpreter. If unable to procure language assistance from the area interpreter within one hour of request, CITS shall assist the court in contacting a court-approved interpreter.

Dated this 5th day of January, 2004.

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Colin F. Campbell,  
Presiding Judge, Maricopa County

Original: Clerk of the Superior Court

Copies: Hon. Gerald Porter, Associate Presiding Judge, Limited Jurisdiction Courts  
Maricopa County Justices of the Peace  
Marcus Reinkensmeyer, Trial Court Administrator  
Brian Karth, Limited Jurisdiction Court Administrator  
Debra Hall, Deputy Limited Jurisdiction Court Administrator  
Raul Roman, Director, Court Interpretation and Translation Services